

***MISD TEACHERS/CONTRACTED PROFESSIONALS:***

*July 5 is the last day MISD teachers may resign without penalty, as July 5 marks 45 days before the first instructional day of '21-22. (Texas Education Code, Chapter 21) If today is after July 5, then your principal does not have district authority to approve your resignation at this time. Please contact your principal to discuss your situation.*

Please read below information regarding the steps you will need to take with teacher exit tasks submitted through Skyward for the remainder of the summer--

Look in your Task Manager to determine on what date the teacher submitted the exit.

- For teacher exits submitted in Skyward by July 5, process as you would normally. These teachers will be released from their contracts without any penalty, as they have met the July 5 deadline for penalty-free resignation.
- For teacher exits submitted in Skyward July 6 or later, follow these steps in the Skyward task:

**Skyward Task Steps** (This process is the same as last year)

1. **General:** No action needed

2. **Notes:** \*Do this—

Click **Add**, then type below note:

*We need to discuss your request to exit the district. I will call you.*

Then click **Save**.

3. **Attachment:** No action needed

4. **Choose Next Task:** \*Do this—

**Please note: This part is different from the option you normally choose when processing exits.**

Click on the box on the **right side** of the screen that says “Select the button below to return to a Previous Task,” click **SUBMIT RESIGNATION FORM button**. (This will send the task back to your teacher, meaning the exit is NOT approved at this time.)

Next call your teacher to discuss and obtain details regarding the request to resign. Find out why the person intends to resign, what is the situation, etc. This will help you to determine if there are any special circumstances we need to consider.

Remember we will work with you on extenuating circumstances as needed. Please contact your appropriate grade level director (Tracey/Jennifer B.) regarding potential exits after July 5.

Thank you,

*Tracey & Jennifer B.*

MISD Human Resource Services

# \* SELF EXIT PROCESS

Employee Access - 05.17.02.00.05 - Google Chrome

Secure | https://skywardbis.mansfieldisd.org:444/scripts/wsisa.dll/WService=wsFin/semhom01.w

Mansfield Independent School District

Grover Cleveland Account Preferences Exit ?

Home Employee Information Time Off True Time FastTrack Open Positions FastTrack Screener Expense Reimbursement

Employee Access

Jump to Other Dashboards

- \*Calendar
- Skyward User
- Reset Dashboards Select Widgets

District News

No news to display

Task History

Created	Process Description	Subject
Mon Oct 31 12:52pm	SUBMIT RESIGNATION FORM	
Thu Oct 13 1:47pm	SUBMIT RESIGNATION FORM	
Thu Oct 13 1:31pm	SUBMIT RESIGNATION FORM	

Task Manager (3)

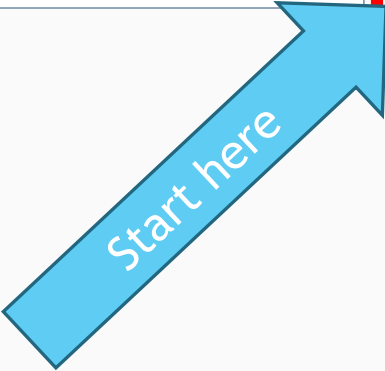
Date	Task Summary	Subject
Thu Oct 13 1:31pm	SUBMIT RESIGNATION FORM	
Thu Oct 13 1:47pm	SUBMIT RESIGNATION FORM	
Mon Oct 31 12:52pm	SUBMIT RESIGNATION FORM	

Calendar Events

No calendar events available

Task Processes

- SUBMIT RESIGNATION FORM



If you do not see the Task Manager & Task Processes “widgets” click here for instructions.

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### TM Process: **SUBMIT RESIGNATION FORM**

Employee:

EMPLOYEE SUBMISSION OF RESIGNATION FORM TO MANSFIELD ISD. COMPLETION OF THIS PROCESS SERVES AS EMPLOYEE'S OFFICIAL RESIGNATION FROM THE DISTRICT.

#### 1. RESIGNATION FORM

COMPLETE THE RESIGNATION INFORMATION BELOW TO FORMALLY NOTIFY YOUR SUPERVISOR AND MANSFIELD ISD THAT YOU ARE RESIGNING FROM THE DISTRICT. YOU MAY ATTACH A LETTER OF RESIGNATION IN THE ATTACHMENT SECTION OF THIS TASK BUT THE RESIGNATION FORM IS REQUIRED OF ALL EXITING EMPLOYEES. IF YOU WOULD LIKE TO TALK WITH SOMEONE IN HUMAN RESOURCES BEFORE COMPLETING THIS FORM, PLEASE CALL 817-299-6305.

### SUBMIT RESIGNATION FORM

\*POSITION:

\*CAMPUS/DEPARTMENT:

\*RESIGN EFFECTIVE DATE:

1. Reason for leaving Mansfield ISD:  
\*REASON:

Read the instructions

This section is required.

2. Were you provided with the training/information & supplies/equipment you need to do your job?:  
TRAINING/EQUIPMENT:

3. Overall, how fairly were you treated?:  
TREATMENT:

4. How often did you feel your contributions were recognized?:  
RECOGNITION:

5. How realistic were the expectations that were set for you?:  
EXPECTATIONS:

6. How well did your supervisor treat you?:  
SUPERVISOR:

7. How often did your supervisor encourage/listen to employees' opinions when making decisions?:  
ENCOURAGE/LISTEN:

8. How well did the members of your team work together?:  
TEAMWORK:

9. Would you recommend Mansfield ISD as a great place for a friend to work?:  
RECOMMEND:

10. What actions can your employer take to build a better workplace?:  
EMPLOYEE COMMENTS:

Step 1 of 5

#### Process History

- 
- 
-

### TM Process: SUBMIT RESIGNATION FORM

Employee: BRUBAHEA000 BRUBAKER, HEATHER MASON

EMPLOYEE SUBMISSION OF RESIGNATION FORM TO MANSFIELD ISD. COMPLETION OF THIS PROCESS SERVES AS EMPLOYEE'S OFFICIAL RESIGNATION FROM THE DISTRICT.

#### 2. BUILDING EXIT

PLEASE COMPLETE THE BUILDING EXIT FORM TO NOTIFY YOUR SUPERVISOR OF ANY MANSFIELD ISD PROPERTY IN YOUR POSITION. ALL MANSFIELD ISD PROPERTY, INCLUDING INTELLECTUAL PROPERTY, NEEDS TO BE TURNED OVER TO YOUR CAMPUS/DEPARTMENT SUPERVISOR ON YOUR FINAL DAY OF EMPLOYMENT.

Board Policy DEC Local Leave Proration Employed For Less Than Full Year:

If an employee separates from employment before the last duty day of the school year, the employee's final paycheck shall be reduced for:

1. State personal leave the employee used beyond his or her pro rata entitlement for the school year; and
2. Local leave the employee used but had not earned as of the date of separation.

This means if an employee separates from employment with the district before his or her last duty day of the year local and state personal leave will be prorated based on the actual time employed.

When an employee separates from employment before the last duty day of the school year, the employee's final paycheck will be reduced by the amount of state personal leave the employee used beyond his or her pro rata entitlement for the school year.

\*I UNDERSTAND DEC LOCAL:

EQUIPMENT - PROPERTY OF MANSFIELD ISD:

- ID BADGE
- LAPTOP
- KEYS
- IPAD
- KEY CARD
- MACBOOK
- ATHLETIC EQUIPMENT

OTHER:

NOTES:

I AGREE THAT I WILL RETURN ALL MANSFIELD ISD PROPERTY TO MY SUPERVISOR ON OR BEFORE MY LAST DAY OF EMPLOYMENT PER THE MANSFIELD ISD EMPLOYEE HANDBOOK.:

\*I ACKNOWLEDGE PROPERTY:

Skip



### SUBMIT RESIGNATION FORM

1. RESIGNATION FORM (Skipped)
2. BUILDING EXIT
3. Notes
4. Attachments
5. Choose Next Task

Step 2 of 5

Previous **Next**

#### Process History

Save and Finish Later  
Reassign Task

### TM Process: **SUBMIT RESIGNATION FORM**

Employee:

EMPLOYEE SUBMISSION OF RESIGNATION FORM TO MANSFIELD ISD. COMPLETION OF THIS PROCESS SERVES AS EMPLOYEE'S OFFICIAL RESIGNATION FROM THE DISTRICT.

#### 3. Notes

*There are no records to display; check your filter settings.*

0 records displayed

Add

View

Delete

### **SUBMIT RESIGNATION FORM**

1. RESIGNATION FORM
2. BUILDING EXIT
3. **Notes**
4. Attachments
5. Choose Next Task

Step 3 of 5

Previous

**Next**

#### Process History

Delete Process

Save and Finish Later

Reassign Task

### TM Process: **SUBMIT RESIGNATION FORM**

Employee:

EMPLOYEE SUBMISSION OF RESIGNATION FORM TO MANSFIELD ISD. COMPLETION OF THIS PROCESS SERVES AS EMPLOYEE'S OFFICIAL RESIGNATION FROM THE DISTRICT.

#### 4. Attachments

Description ▲	Step	Inputted File	Date Modified	Time	Attached By
<a href="#">EMPLOYEE EXIT INFORMATION</a>	[From Process]	EXIT INFORMATION.docx	08/31/2016 Wed	10:00 pm	BRUBAKER
<a href="#">IPAD EXIT INSTRUCTIONS</a>	[From Process]	IPAD EXIT INSTRUCTIONS.pdf	08/31/2016 Wed	10:00 pm	BRUBAKER

2 records displayed

- Add
- Edit
- Delete

### SUBMIT RESIGNATION FORM

1. RESIGNATION FORM
2. BUILDING EXIT
3. Notes
4. Attachments
5. Choose Next Task

Step 4 of 5

- Previous
- Next**

#### Process History

- Delete Process
- Save and Finish Later
- Reassign Task

Click the Descriptions to read important information.



## TM Process: **SUBMIT RESIGNATION FORM**



Employee:

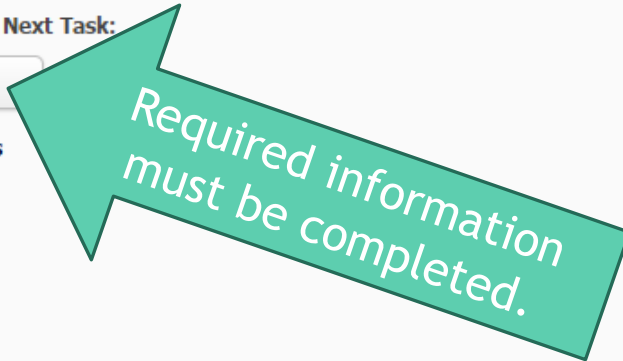
EMPLOYEE SUBMISSION OF RESIGNATION FORM TO MANSFIELD ISD. COMPLETION OF THIS PROCESS SERVES AS EMPLOYEE'S OFFICIAL RESIGNATION FROM THE DISTRICT.

### 5. Choose Next Task

Select the Next Task

Select the button below to create the Next Task:

**\*\*You must complete all skipped steps before completing this task.\*\***



## **SUBMIT RESIGNATION FORM**

- 1. RESIGNATION FORM (Skipped)**
2. BUILDING EXIT
3. Notes
4. Attachments
5. Choose Next Task

Step 5 of 5

### **Process History**

TM Process: SUBMIT RESIGNATION FORM - PS - 6157 - 05.17.10.00.08 - Google Chrome

Secure | https://skywardbis.mansfieldisd.org:444/scripts/wsisa.dll/WService=wsFin/qwkfwagntabs000.w

### TM Process: SUBMIT RESIGNATION FORM

Employee: BRUBAHEA000 BRUBAKER, HEATHER MASON

EMPLOYEE SUBMISSION OF RESIGNATION FORM TO MANSFIELD ISD. COMPLETION OF THIS PROCESS SERVES AS EMPLOYEE'S OFFICIAL RESIGNATION FROM THE DISTRICT.

#### 5. Choose Next Task

Select the Next Task

Select the button below to create the Next Task:

EXIT TASK: NOTIFY SUPERVISOR (CANTU, KIMBERLEY MORGAN)

Follows the org chart. You will see your supervisor's name.

### SUBMIT RESIGNATION FORM

1. RESIGNATION FORM
2. BUILDING EXIT
3. Notes
4. Attachments
5. Choose Next Task

Step 5 of 5

Previous


#### Process History

Delete Process

Save and Finish Later

Reassign Task

Once you click the button the window will close and move to your supervisor.

 **Employee Access**

**Jump to Other Dashboards**

- \*Calendar
- Skyward User
- Reset Dashboards
- Select Widgets

**District News**

No news to display

**Task Manager (1)**

Date	Task Summary	Subject
Mon Oct 31 12:52pm	SUBMIT RESIGNATION FORM	

**Jump to Other Systems**

- Employee Access
- Human Resources

**Calendar Events**

No calendar events available

**Task Processes**

- AUXILIARY EXIT PROCESSING
- HR PREAPPROVAL/NEW HIRE
- SUBMIT RESIGNATION FORM

## Dashboard Maintenance

### Skyward User

#### Everyone's Widgets

★ Calendar Events

#### Employee Widgets

★ District News

★ My Print Queue

★ Task Manager

★ Favorites

★ My Time Off Status

★ Task Processes

#### Secured User Widgets

Release Notifications

★ Indicates a widget that is suggested by the district.

Save

Add  
Dashboard

Rename  
Selected  
Dashboard

Delete  
Selected  
Dashboard

Reset  
Selected  
Dashboard

Uncheck  
All Items

Back

Please select **Task Manager** and **Task Process**. Click the **Save** button.

Click here to return to the beginning.